



# भारत का राजपत्र

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NEW DELHI, SATURDAY, AUGUST 7, 1965 (SRAVANA 16, 1887)

इस भाग में विभिन्न पृष्ठ संख्या दी जाती है जिससे कि यह अलग संकलन के रूप में रखा जा सके।  
Separate paging is given to this Part in order that it may be filed as a separate compilation

### भाग III—खण्ड 3 PART III—SECTION 3

#### लघु प्रशासनों से संबंधित अधिसूचनाएं Notifications relating to Minor Administrations

#### GOVERNMENT OF PONDICHERRY

##### Finance Department

Pondicherry, the 27th July 1965

No. 9-10/65/F.1—Shri T. S. Chittibabu, officiating S.A.S. Accountant, Pay and Accounts Office, Pondicherry, is temporarily appointed to officiate as Assistant Pay and Accounts Officer with effect from the 22nd July 1965.

(By order of the Lieutenant Governor)

S. AROUL  
Under Secretary (Finance)

#### OFFICE OF THE ADMINISTRATOR, DADRA AND NAGAR HAVELI

Silvassa, the June 1965

No. ADM/LAW-62(75)—The following rules made by the Inspector General of Registration for the Union Territory of Dadra and Nagar Haveli, in exercise of the powers conferred upon him by Section 69 of the Indian Registration Act, 1908 (XVI of 1908), and of all other powers enabling him in this behalf having been approved by the Administrator, Dadra and Nagar Haveli, are hereby published, for general information, namely :—

##### I. Preliminary.

1. *Short title.*—These rules shall be called the Union Territory of Dadra and Nagar Haveli Registration Rules, 1965.

2. *Definitions.*—In these rules, unless there is anything repugnant in the subject or context—

1. "Act" means the Indian Registration Act, 1908.
2. "Form" means a form in schedule c to these rules.
3. "Inspector" means an Inspector of Registration Office appointed under Section 8.
4. "Register-books" means books kept under Section 51 including additional register-books opened under rule 9 and supplements opened under rule 10.
5. "Form" means a form appended to these rules.
6. "Section" means a section of the Act.

##### II. Languages recognised.

3. *Languages in use in the Union Territory of Dadra and Nagar Haveli.*—The languages deemed to be commonly used in the Union Territory of Dadra and Nagar Haveli shall be English, Gujarati and Marathi.

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#### III. Books and Forms.

4. *Forms of Register-books.*—The Register-books Nos. 1 to 5 required to be kept under Section 51 shall be in forms A, B, C, D and E respectively.

5. *Opening of additional Register-books for documents prepared on printed or lithographed forms and manner in which copies to be pasted.*—1. Special volumes of Register-books Nos. 1, 3 and 4 (hereinafter referred to as the "additional Register-books") may be opened in any registration office where documents prepared on printed or lithographed forms are presented for registration by the parties or are drawn up in the office. The additional Register-books shall be in the form of file books with numbered butts and shall be in the following form namely :—

##### Column I

Space of binding	"serial No. of document" (with notes of erasures, interlineations Blanks or alterations under Rule 55).	Space for pasting printed form
------------------	---	--------------------------------

2. The copy of each such document with endorsements thereon in the original required for entry in an additional Register-book shall be made by filling in blanks in the spare copy of such document supplied by the parties or by the Department and by copying the endorsements on the spare copy or on a separate sheet of paper, when necessary. Each sheet of such copy shall then be pasted on a separate numbered butt in the appropriate additional Register-book and the registering officer shall write his signature and the date, and shall affix the seal of the office, so that both signature and seal may be partly on each butt, so used and partly on the sheet pasted thereon.

3. All documents entered in additional Register-books shall be numbered in the same series as documents copied in the ordinary volumes of the Register-books. Whenever any document is transferred from Register-book No. 1, 3, or 4, to the additional Register-book No. 1, 3, or 4, respectively, a brief note indicating the number of the document and the page of the additional Register-book at which such document has been pasted shall be inserted in the Register-book No. 1, 3 or 4 as the case may be, at the place where the document in question would have been copied but for the transfer.

6. *Supplement to Register-book No. 1 and file of copies and translations.*—(1) Supplements to Register-book No. 1 shall be kept as follows :—

Part I (For the purposes of Sections 64, 65, 66 and 67).

Part II (For copies of maps or plans mentioned in Section 21).

Part III (1) For copies of certificates of sale of immoveable property granted by Civil Courts and Revenue Officers :

(2) For statement regarding land acquired under the Land Acquisition Act, 1894 received from the Collector.

(3) A separate file shall be kept for filing copies and translations of documents presented under Sections 19 and 62. The copies and translations filed in this file shall be connected by cross reference with the entries in the Register-books.

7. *File of copies of Tagavi Bonds.*—A separate file style "File of copies of Tagavi Bonds" shall be opened for filing copies received under Sub-section (1) or 3 of Section 89.

8. *Minute Book and its use.*—Every registering office shall keep a Minute Book in Form F and shall enter therein in his own hand, a short note of every case of suspension or deviation from ordinary procedure of acceptance for, and admission to registration and shall also record therein notes of such other proceedings of cases as may from time to time be prescribed by the Inspector General. Every such note shall be signed and dated by the registering officer :

Provided that a Registrar may delegate to a Sub-registrar holding his office at his headquarters the duty of writing such note, but shall sign the same himself. Such note shall be necessary—

- When a Registrar or Sub-Registrar impounds a document for insufficiency of stamp duty.
- When a Sub-Registrar postpones registration pending receipt of sanction to the levy of fine.
- When a Sub-Registrar refuses registration.
- When a document is received out of office hours or at another place.
- When a summons is issued for enforcing the attendance of the executant or other witnesses.
- When a document is withdrawn.

9. *Day Book.*—Every registering officer shall keep a Day Book in Form G.

10. *Cash-book.*—In every registration office there shall be kept a cash-book in Form H. All fees received in respect of registration, grant of copies and authentication (or attestation) of powers-of-attorney and all other fees, fines and moneys recovered by the registering officer shall be brought to account in the cash-book every day and the registering officer shall sign the same in token of the correctness of the day's total.

11. *Register of powers-of-attorney.*—Every registering officer keep a register of powers-of-attorney authenticated or attested by him under Section 33 in Form I. The entries in this register shall be made for each calendar year.

12. *Forms of memoranda under Section 64 to 67.*—The memoranda of documents required to be made under Section 64, 65, 66 and 67 shall be in Form J.

13. *Manner of certifying and verifying pages of new register-books and the simultaneous use thereof.*—(1) Every officer shall certify under his signature on the title page of every register-book issued by him the number of pages actually contained in such book as required by Sub-section (2) of Section 16 and shall also note the date of issue thereon.

(2) Every registering officer on receiving a new Register-book, shall count its pages and satisfy himself that their number tallies with that given in the certificate on the title page. If it is so tallies the registering officer shall certify to that effect on the title page and note thereon the date of the certificate. If the number does not so tally, he shall return the Register-book to the issuing officer for rectifying the error. The registering officer shall note on every Register-book received by him the date of its receipt by him under his signature, and shall take out the books for use in order of their receipt :

Provided that when the amount of copying is large, two or more volumes of Register-books Nos. 1, 3 and 4 may be used simultaneously. In such case, the use of the Register-books shall be regulated according to the regulations made by the Inspector General in this behalf.

14. *Numbering of Volumes of Register-books.*—The volumes of each Register-book shall be numbered in a consecutive series which shall not terminate with the year but be carried on perpetually; and it shall not be necessary to commence a fresh volume of a Register-book at the beginning of a year.

15. *Manner of keeping of Register-books and records when not in use.*—The office of every Registrar and Sub-Registrar shall be provided with shelves, presses or almirahs, sufficiently large to contain the Register-books and other record. Therein shall be kept, when not required during office hours, all the Register-books and other record, and all papers and documents in the custody of a registering officer other than the documents kept by a Registrar in the fire-proof box supplied to him by Administration under Sub-section (3) of Section 16.

IV. *Re-copying of Register-books which are in danger of being destroyed or becoming wholly or partially illegible.*

16. *Direction by Registrar regarding re-copying of damaged Register-books.*—A Registrar may, on the report of an Inspector made to him under Sub-rule (2) of rule 79 or after personal inspection, by a written order direct under Sub-section (5) of Section 51 that any particular Register-book or portion thereof which is in danger of being destroyed or becoming wholly or partially illegible shall be re-copied by hand or by photography as he may deem fit :

Provided that where only a portion of an entry is in danger of being destroyed or becoming illegible, the registering officer shall direct that the whole entry including the true copy certificate shall be re-copied.

17. *Re-copying and attestation of copies of entries in the new Register-book.*—Every entry, which under an order passed under rule 21 is to be re-copied, shall be re-copied in the new register in its entirety along with the true copy certificate and each entry so re-copied shall be carefully compared with the entry in the original Register-book. The registering officer shall then certify under his signature that it is a true copy in the manner laid down in rule 57. A note of the Registrar's order directing the re-copying of the entry shall be made below the true copy certificate so re-copied.

18. *Numbering of complete new Register-books and destruction of old Register-books.*—When an entire book is re-copied the new book shall bear the same number as the old one. After the entries in the new book have been compared with the entries in the old book and the new book certified by the registering officer as aforesaid, the old book shall be destroyed and a note about its destruction shall be made in the catalogue of records. Such note shall also show the number of the new book in which the entries from the old book have been re-copied.

19. *Manner of assigning serial numbers to the entries copied in new Register-books.*—Register showing particulars of Register-books partially re-copied and its preservation : Notes below entries in old Register-books re-copied in new Register-books—(1) Where only a portion of a book is to be re-copied in new book in which it is re-copied shall bear a fresh serial number such as 1-A, 2-A, 3-A, 4-A or 5-A as the case may be.

(2) A register in the following form shall be maintained in which full particulars of the books partially re-copied shall be entered, namely :—

- Serial No.
- Registered Nos. of the entries re-copied.
- Nos. of the pages of the old book the entries of which have been re-copied.
- No. of the old book.
- No. of the new book.
- Nos. of the pages of the new book on which entries have been re-copied.
- Authority under which the entries have been re-copied.

such register shall be preserved permanently.

(3) A note shall be made in the old book below each original entry which has been re-copied showing the number of the new book and the number of the page of such book in which the entry has been re-copied.

20. *Signing and dating of notes.*—All notes made under the rules contained in this part shall be signed and dated by the Registering Officer.

21. *Repairing of damaged books by use of butter paper.*—If, in the opinion of a Registrar any Register-book, which is wholly or partially damaged but the writing on which is clear and legible and which is less than 60 but more than 40 years old can be repaired by using butter paper, he may by an order in writing direct that such book or such portion thereof as he thinks fit shall be so repaired instead of being re-copied as provided in rules 21 and 22.

## V. Fines under Sections 25 and 34.

22. *Procedure to be followed by Sub-Registrar on an application under Section 25 or 34.*—When an application for a direction under Section 25 or under the proviso to Sub-section (1) of Section 34 is lodged with a Sub-Registrar, the Sub-Registrar shall, on payment being made to him of the maximum amount of fine imposed by the Registrar under rule 28, at once proceed with the enquiry prescribed in Sub-section (3) of Section 34 and shall endorse on the document the particulars prescribed in Section 58 in the manner shown in Form Q, but the certificate under Section 60 shall not be endorsed until the Registrar's direction under Section 25 or the proviso to Sub-section (1) of Section 34 is communicated to the Sub-Registrar;

Provided that—

- (1) nothing in this rule shall be deemed to affect the power of a Registrar to refuse such application;
- (2) if such application is refused, or if the amount of fine imposed by the Registrar when making the direction is less than the full amount imposable by him, the amount of fine paid to the Sub-Registrar or the excess, as the case may be, shall be refunded to the party who paid it; provided that when a direction is made under Section 25 but the Registrar refuses to direct registration under the proviso to Sub-section (1) of Section 34 the fine imposed under Section 25, shall not be refunded.

23. *Scale of fines under Section 25 or 34.*—Fines imposed under Section 25 or 34 shall be of the following amounts, namely:—

- (1) If the delay does not exceed one month—not exceeding  $2\frac{1}{2}$  times the proper registration fee.
- (2) If the delay exceeds one month but does not exceed two months—not exceeding five times the proper registration fee.
- (3) If the delay exceeds two months but does not exceed three months—not exceeding  $7\frac{1}{2}$  times the proper registration fee.
- (4) If the delay exceeds three months but does not exceed four months—not exceeding ten times the proper registration fee.

NOTE :—This rule does not affect the Registrar's discretion to impose a smaller fine than the above maximum, under Sections 25 and 34 of the Indian Registration Act, in suitable cases.

## VI. Indexes

24. *Language in which Indexes to be prepared.*—In the office of a Registrar and Sub-Registrar, the indexes shall be prepared in English.

25. *Forms of Indexes under Section 55.*—Indexes Nos. I, II, III and IV required to be made under Section 55 shall be in forms K, L, M and N, respectively, and Indexes Nos. I-A and II-A shall be in Forms K and L respectively.

26. *Manner of preparing Indexes.*—In preparing the Indexes, the transliteration table in Schedule D shall be followed. European or American names shall be indexed alphabetically under the initial letter of the surname. Indian names (or foreign names where no fixed surname is used), shall be indexed under the initial letter of the personal name. All prefixes and affixes denoting rank, occupation or caste shall be put into brackets and shall not be taken into consideration for the purpose of preparing indexes in alphabetical order. In the case of an Indian Christian, who has no family name, and who adds his father's name or the name of his village to his own, the names shall be indexed in the same manner as an ordinary Indian name.

27. *Manner of indexing documents.*—(1) All documents executed by or on behalf of Government shall be indexed under "Administration" in English.

(2) A document executed under the authority of a power-of-attorney shall be indexed in the names of the principal and attorney both, a document executed by a guardian on behalf of a minor in the names of the minor and guardian both and a document executed by or on behalf of a Company or Corporation in the name of the Company or Corporation as the case may be.

(3) In the case of certificates of Sale, Index No. I shall be prepared in the name of the judgment debtor.

28. *Manner of indexing entries of memoranda or copies filed under sections 64 to 67 and 89 (2) and (4) of section 89 and statements of lands acquired under section 64, 65, 66, 67 and sub-sections (2) and (4) of section 89 and statements of lands acquired under the Land Acquisition Act, 1894, shall be made in the same indexes and in the same manner as entries concerning documents entered or filed in Register-book No. I.*

29. *Date of registration to be entered in Indexes.*—In entering the date of registration in any of the indexes, the date entered on the certificate of registration under section 60 shall be taken to be the date of registration: Provided that in the case of documents filed in Part I or III of the supplement to Register-book No. I or of copies filed under sub-section (1) or (3) of section 89, the date of their filing shall be considered as the date of registration.

30. *Manner of preparing different Indexes.*—(1) When there are several executants of a deed, a separate entry shall be made under the name of each of them in proper alphabetical place in column I of Index Nos. I and I-A.

(2) Indexes Nos. II and II-A shall be prepared by villages, one or more separate sheets being assigned to every village. In the case of large towns, separate sheets shall be used for each municipal division, ward, quarter or street. The Registrar shall in his discretion fix the towns in his territory which shall be considered large towns for the purposes of this rule.

31. *Binding of Index No. III.*—In each office of a Registrar and Sub-Registrar, Index No. III shall be bound into a separate volume either year by year or, if more convenient, over a number of years together.

32. *Manner of filling in columns 5, 6, and 8 of Index No. III.*—Columns 5, 6, and 8 of Index No. III in Form M shall not be filled in until it has been ascertained beyond dispute that the testator or donor, to whose will or authority to adopt the index entry relates, is dead. If the fact of such death is not ascertained till after the index in which the entry was made has been sent by the Sub-Registrar to the Registrar, the Sub-Registrar shall immediately forward to the Registrar a statement of the particulars to be inserted in the said columns, and the Registrar shall thereupon cause the said particulars to be duly entered in the index so sent to him for filing in his office.

33. *Manner of preparing Index of Register-book No. 2.*—At the end of every year an alphabetical index in Form O shall be prepared at the end of Register-book No. 2 of all the entries in such book.

## VII. Procedure of Registration

34. *Hours of accepting documents ordinarily and in cases of emergency.*—(1) No document shall be accepted for registration at any registration office on any day on which such office may be open, unless it is presented after the time fixed for its opening, and at least an hour before the time fixed for its closing. (2) Notwithstanding anything contained in sub-rule (1) in cases of grave emergency a registering officer may accept any document for registration at his office, or his private residence, or the private residence of some person other than himself, at any hour on any day. In all such cases, a Sub-Registrar shall at once report to the Registrar to whom he is subordinate the fact of his having accepted a document for registration and the reasons for his doing so.

*Explanation.*—For the purposes of this sub-rule "day" means a day beginning one hour before sunrise and ending one hour after sunset.

35. *Form of presentation endorsement.*—(1) The registering officer shall make endorsement as required by section 52, either by writing or impressing it on every document presented to him for registration, in the following form, namely:—

"Presented at the office of the Registrar of between the hours of more and Sub-Registrar on the 19."

(2) In the Union Territory of Dadra and Nagar Haveli, the Registrar may delegate the duty of recording the endorsements under this rule to his Sub-Registrar.

36. *Manner of filling in Day Book.*—(1) On receipt of a document for registration a registering officer shall fill in the first three columns of the Day Book in Form G and then proceed to recover the proper registration fees payable in respect of the document. (2) The serial number under which a document is entered in the Day

Book shall be endorsed on the document above the endorsement made under rule 35.

37. *Manner of calculating copying fees.*—In calculating copying fees in the case of documents copied by hand a fraction of a folio shall be counted as a whole folio. When a document is short and the copy of it is likely to occupy less than a page of a Register-book, the whole number of words shall be counted. In other cases the number of folios may be counted by multiplying the average number of words in five different lines in different parts of document (a fraction of a word being counted as a word) and dividing the result by a hundred;

Provided that the transcription made under rule 53 shall not be taken into account in calculating the copying fees :

Provided further that copying fees in the case of documents copied by photography shall be calculated at the rate charge per page of the document.

38. *Form of fee endorsement.*—(1) On receipt of the fees, the registering officer shall endorse on the document the following notes, namely :—

	Rs.	Paise
Registration . . .		
Copying (folios) . .		
Copying endorsement		
Postage		

Total

A. B.

*Registrar or Sub-Registrar.*

(2) When fees under any other items specified in Form P are levied, these items shall be noted in manuscript.

39. *Prescribing form of receipt to be passed.*—(1) A registering office shall pass a receipt in Form P whenever a document is presented for registration or deposit or whenever payment of any fee or fine or other amounts is made to him.

(2) A registering officer visiting a private residence or jail under the proviso to section 31, sub-section (3) of section 33 or sub-section (2) of section 38, as the case may be, on being paid his travelling expenses, shall pass a similar receipt.

40. *Certain requirements to be verified before accepting a document for registration.*—(1) A registering officer shall, before accepting any document for registration, not concern himself with its validity but see that—

- (a) it is properly stamped;
- (b) it is presented within the proper time, and in the proper office;
- (c) it is presented by a competent person;
- (d) if it relates to immovable property, that it is not open to objection under section 21 or 22;
- (e) if any document is in a language which he does not understand, the provisions of section 19 are complied with; and
- (f) any interlineations, blanks, erasures or alterations appearing in the document are attested by the signature or initials of the person or persons executing the same as required by section 20.

(2) If on presentation of the document, the fees prescribed under section 78 are not paid on demand, the registering officer shall refuse to register the document.

41. *Withdrawal when allowed.*—A registering officer may, before the order of registration is passed, at the request in writing of the party presenting the document for registration, allow him to withdraw the same.

42. *Procedure when a document is not properly stamped.*—(1) When a document, which is not duly stamped, is presented for registration and the registering officer impounds it under the Indian Stamp Act, 1899, he shall not forward the document to the Collector until the executant or executants appear before him for the purposes of enquiry under section 34 or until the expiration of the period of four months specified in section 34, whichever is earlier. The endorsements required

under rules 35 and 38 and section 58 shall be made on the document before it is sent to the Collector but it shall not be copied or certified as registered until it has been returned to the registering officer with the Collector's certificate that the proper stamp duty has been paid thereon.

(2) If a document is impounded under the Indian Stamp Act, 1899, the registering officer shall write immediately below the endorsement made on it under rule 35 the words and figures "Impounded under section 33 of the Indian Stamp Act 1899" and shall sign the same.

(3) The Registrar may delegate the duty of recording the endorsements made under sub-rule (2) of this rule to his Sub-Registrar.

43. *Mode of writing endorsements and certificate when blank space is insufficient.*—(1) Every document admitted to registration shall provide a blank space for writing endorsements under sections 52 and 58 and the certificate under section 60. If, in any case, the blank space on a document is insufficient, an extra piece of blank paper shall be firmly gummed on or attached to it, so as not to overlay any of the matter originally written in the document and the registering officer shall make each of the said endorsements and certificate partly on the document itself and partly on the piece of paper so gummed on or attached.

(2) Where an extra piece of paper is stitched to the document, or where a document is written on more pages than one, the registering officer shall affix his seal on each join.

44. *Procedure on admission of document to registration.*—(1) If a registering officer does not, on the face of it, see any objection to accepting a document for registration he shall proceed with the inquiry under section 34 and if the document is admitted to registration, the endorsements under section 58 and the certificate under section 60 shall be made in the manner shown in Form Q.

(2) The registering officer shall not endorse an admission of receipt of consideration unless the admission is voluntarily made.

(3) If a person executing a document admits that he has executed it, but denies receipt of consideration either in whole or in part, the registering officer, shall not refuse to register the document on that account but he shall make a note of such denial in the endorsement.

(4) When a registering officer is acquainted either with the person admitting execution of a document or with the witness to his identity, he shall make a note in the endorsement to that effect. If the registering officer is not acquainted with the executant and no witness with whom the registering officer is acquainted is produced to identify the executant, the registering officer shall :

- (a) examine any two witnesses, produced by the executant to prove his identity;
- or
- (b) examine on oath the executant and on witness produced by the executant to prove his identity.

45. *Class of persons to be preferred for purposes of identification.*—For the purpose of satisfying himself as to the identity of the persons appearing before him the registering officer shall prefer witnesses of respectability or well known persons, such as Government officers, or pleaders ordinarily practising in courts within his jurisdiction and shall see that the witnesses are really able to identify the person to be identified.

46. *Optional registration how distinguished from compulsory registration and determination of value of interest when not stated in document.*—(1) Entries relating to documents, registration of which is optional shall be made in Register-Book No. 1 and in Parts I and III of the supplement to Register-Book No. 1 by appending letter B & to the serial number. The absence of the said letter shall indicate that the entries relate to documents registration of which is compulsory.

(2) For the purposes of determining whether the registration of a document in which the value of the interest affected is not expressed is compulsory or not, the value of the stamp affixed thereto shall be taken to indicate the value of the interest according to the provisions of the law in force relating to stamp documents.

47. *Manner of copying stamp vendor's endorsements on Register-Books and copies prepared under sections 64, to 67.*—When a document admitted to registration is

being copied in the appropriate Register-Book as required by section 52, the value of the stamp and the stamp vendor's endorsement shall be transcribed at the beginning of the copy in such book and also on the copies prepared under sections 64 to 67.

48. *Items to be copied in certain columns of Register-Book Nos. 1, 3, and 4.*—The following items shall be copied in column 2 of Register-Books Nos. 1 and 4 and in column 3 of Register-Book No. 3 namely :—

- (1) the serial number endorsed on the document under rule 41;
- (2) the presentation endorsement referred to in rule 40;
- (3) the fee endorsement under rule 43;
- (4) the endorsements under sections 52, 58, and 59 and certificate under section 60 in order in which they appear on the document.

49. *Manner of noting interlineations, etc., and writing marginal notes.*—Any interlineation, blank, erasure or alteration in a document presented for registration and in the endorsements made on it shall be copied into the Register-Book exactly as they appear in the document and in the endorsements. Marginal notes explaining such interlineation, blank, erasure or alteration shall be written in column 1 of the Register-Book concerned, in the following manner, namely :—

- (a) in the case of an interlineation or alteration a single mark "X" in red ink shall be made over it and a similar mark "X" in red ink shall be made in column 1 and against it and the word "sic" or the corresponding word in the regional language ('asal') shall be written in the said column after such mark;
- (b) in the case of an erasure or blank, two marks "XX" in red ink, one at each end of such erasure or blank shall be made and similar mark shall be made in column 1 against it and the word "erasure" or "blank" as the case may be, or the corresponding word in the regional language of the district shall be written after such marks. All such notes shall be attested by the initials of the registering officer.
- (2) The same procedure shall be adopted in the case of copies granted under section 57 of those forwarded under section 65, 66 and 67.

50. *Manner of copying endorsements in case of documents running on more than one page.*—If the copy of a document occupies more than one page of a Register-Book, the endorsements on the document shall be copied once only, with the exception of the serial number, which shall be repeated on every page. The endorsements shall in no case be copied alongside of the copy of any document other than that to which they relate. If in the case of any document copies of the endorsements in column 2 of a Register-Book extend lower down than the space occupied by the copy of the document in the column in which the document is copied, the blank space left in the last named column shall be cancelled by cross lines in ink being drawn over it.

51. *Comparing and attestation of entries in Register-Books. Endorsements of copying, reading and comparing how to be made. Manner of noting and attesting interlineations etc. Delegation of duty of attesting copies of documents etc., by Registrars and Sub-Registrar.*—(1) When the copy in a Register-Book has been completed, it shall be carefully compared with the original and the copyist, the reader and the comparer shall respectively endorse below the copy the words "copied by me", "read by me" and "compared by me" and shall attach their respective signatures thereto :

Provided that where there is no separate reader and the comparing is done by the Sub-Registrar himself by 'eye method' it shall not be necessary to make the endorsement "read by me".

(2) The registering officer shall then certify under his signature that it is a true copy.

(3) All interlineations, blanks, erasures and alterations made at the time of copying shall be bracketed in red ink, attested by the registering officer on each side, consecutively numbered in red ink, and classified under the categories (1) Interlineations, (2) Blanks, (3) Erasures and (4) Alterations.

(4) The form of certificate shall be as in the following example :—

"True copy".

"No. of corrections : 8 (eight) :

(1) and (7) Interlineations; (2), (3) and (6) Blanks : (4) and (8) erasures : (5) alteration. (Initials of the registering officer) †

(Signed) A. B.  
Registering Officer

†The registering officer shall affix his initial exactly at the point where the true copy certificate ends.

(5) The Registrar, may delegate to his Sub-Registrar the duty of attesting copies of documents in a Register-Book, as well as copies given under section 57, or forwarded under sections 66 and 67, of writing marginal notes and of attesting interlineations, blanks, erasures or alterations under rule 49.

(6) The true copy certificate shall, in the case of copies given under section 57 be signed by the Sub-Registrar.

52. *Procedure in case of re-registration.*—In cases of re-registration under section 24, the document shall be copied into a Register-Book *in extenso*, and shall be given the next serial number :

Provided that a note in red ink indicating the number of the volume of the Register-Book and the page at which it is re-registered, shall be made in the Register-Book on the first copy of the document in column 2 of Register-Book Nos. 1 and 4 and in column 3 of Register-Book No. 3 below the signature of the registering officer, and such note shall be dated and signed by the officer who re-registers the document. The presentation endorsement specified in rule 38 shall be made on representation.

53. *Registration in wrong office how set right.*—When a sub-Registrar registers a document relating to immovable property not situate within his own territory but in that of another territory, he shall, on noticing the mistake, direct the person who presented it to present it again in the proper office.

54. *Procedure when document is presented for registration in duplicate, copies or memos under sections 64 to 67 of duplicates not to be sent. Indexes of duplicates not to be made. Mode of filing copies of maps or plans accompanying duplicate.*—(1) When a document is presented for registration with its duplicate or duplicates the endorsements required to be made under section 52, 58 and 59 shall be endorsed on the original as well as on the duplicate or duplicates. Copy of the original document shall be made in the appropriate Register-Book : the duplicate or duplicates thereof shall not be so copied :

Provided that a note stating the number of duplicates presented along with the original shall be made below the entry of the original in the Register-Book. The contents of a certificate of registration prescribed under section 60 shall be the same for the original, as well as for the duplicate or duplicates.

(2) A copy or memorandum required to be forwarded under sections 64 to 67, shall not be forwarded in respect of the duplicate or duplicates but in respect of the original only. A note of the number of duplicates presented along with the original shall be made below the true copy certificate in the case of a copy and in the "Remarks" column in the memorandum.

(3) Similarly, indexes shall be prepared only in respect of the original.

(4) If a document is accompanied by a map or plan, the duplicate or duplicates of such document shall each be accompanied by a copy of the map or plan. The copy of the map or plan accompanying the original shall alone be filed in Part II of the Supplement to Register-Book No. 1. There shall be forwarded to a registering office under sections 65 to 67 copies of maps or plans relating to the original only and not the duplicate or duplicates.

55. *Endorsement on copies of maps and plans received under section 21 and below true copies of documents concerned : Endorsements to be signed and dated : Attestation of copies of maps or plans by executant.*—(1) On the copy of every map or plan received under section 21, the registering officer shall make the following endorsement, namely :—

"Copy of map or plan accompanying the document registered at number \_\_\_\_\_ at page \_\_\_\_\_ volume \_\_\_\_\_ of Register-Book No. 1."

The registering officer after entering the copy of the map or plan in Part II of the supplement to Register-Book No. 1 shall make a note in Register-Book No. 1, below the true copy certificate of the document to which it belongs as follows :—

"Copy of Map or Plan accompanying is entered at page \_\_\_\_\_ of volume \_\_\_\_\_ of Part II of the supplement to the Register-Book No. 1."

(2) These endorsements shall be dated and signed by the registering officer.

(3) The copies of maps or plans shall be attested by the signature of the persons executing the document or their authorized agents.

56. *Return of documents to parties in person and by post.*—(1) When, after the registration is complete and the document is returned under section 61, the registering officer shall obtain the signature of the recipient in the Day Book in Form G in acknowledgment or receipt of the document: the receipt given and produced by the recipient shall then be returned under section 52 to the recipient after the date of the return of the document is endorsed thereon and the endorsement is initialled by the registering officer or the Sub-Registrar when the registering officer is a Registrar.

(2) When a person presenting a document for registration signified a wish that the document should be returned to him by post, receipt given to him under section 52 shall bear an endorsement that the document will be returned by post and such endorsement may be initialled as provided in sub-rule (1). The document shall, when it is returned under section 61, be returned in a registered cover with a form of acknowledgment. The registration receipt granted by the post office and the acknowledgment of the recipient, when received, shall be separately filed and their numbers shall be noted in column 13 of the Day Book.

57. *Documents which are kept separate. List of unclaimed documents to be hung up. Notice to presenter or his nominee, if any, for unclaimed documents and manner of sending it.*—(1) documents of which registration is not complete and registered documents pending delivery, shall be kept separate.

(2) A list of documents which have been registered, and have remained unclaimed for more than one month from the date of completion of registration, shall be hung to public view in Form R in the office of every registering officer.

(3) If a document remains unclaimed for one calendar month after its registration or after registration of the same has been refused, the registering officer shall on the day following the last day of such month, issue a notice in Form S to the person who presented the document or his nominee, if any, informing him that if it be not claimed within a further period of one month from the date of the notice, an extra fee at the rates prescribed in the Table of Fees prescribed under section 78 shall be leviable before such document can be delivered to him. Such notices shall be sent by post.

58. *Contents of copy of reasons under section 71 and 76.*—The copy of reasons required to be given to an applicant under section 71 and 76 shall be a copy of the entries in Register-Book No. 2 relating to the document of which registration has been refused.

59. *Copy of order passed by Registrar on appeal or application to be sent to Sub-Registrar and manner of copying it in Register-Book No. 2.*—A copy of every order passed by a Registrar on appeal or application shall be sent to the Sub-Registrar against whose decision the appeal or application was made, and the substance of the order, with a brief statement of the reasons therefor in case of refusal, shall be copied by the Sub-Registrar in column 5 of the Registrar-Book No. 2.

#### VIII. Returns and Accounts

60. *Remission of fees.*—All fees received under the Act and rules thereunder shall be remitted daily to the nearest Treasury, and the signature of the officer in charge of the Treasury or the Accountant shall be taken in the Cash Book.

61. *Manner of remission of fees into Treasury.*—Every registering officer shall keep in his custody the fees received by him each day and shall pay the same on the next day into the nearest Treasury as soon as it opens.

62. *Dates of closing accounts.*—The Sub-Registrar shall close their accounts on the day on which the Treasury in which the fees are remitted by them, closes its accounts each month.

63. *Submission of monthly work statement by Registrar and Sub-Registrars.*—The Sub-Registrar shall, on the last day of each month, submit to the Registrar, to whom he is subordinate, a monthly return in Part I of Form T and Registrar shall on or before the 5th day of each month, submit a monthly return in Part II of Form T on the basis of the monthly returns submitted to him by the Sub-Registrar.

#### IX. Authentication and Attestation of Powers-of-Attorney

64. *Forms of authentication and attestation of powers-of-attorney.*—(1) The registering officer shall authenticate or attest the powers-of-attorney under section 33 in the following forms respectively, namely :—

"Authentication under clause (a) of sub-section (1) of section 33.

This power-of-attorney has been executed by..... of..... in my presence on the..... day of..... 19..... The said..... is personally known to me. The identity of the said..... has been proved by..... to my satisfaction.

Dated 19 ..

(Seal)

Signature of the person identifying the principal.

Signature of the Registrar/Sub-Registrar"

"Attestation under sub-section (2) of section 33.

This power-of-attorney has been voluntarily executed by..... of..... I have satisfied myself in this behalf by personal examination of..... by examination of the said..... on commission.

Dated 19 ..

(Seal)

Signature of the person identifying the principal.

Signature of the Registrar/Sub-Registrar"

The consecutive number under which the power is entered in the Register of Powers-of-attorney in Form I and the fee charged, shall be noted on the power.

#### X. Issue of Commissions

65. *Form of issuing commissions.*—Commissions issued under section 33 or 38 and the returns thereto shall be recorded in a separate file. The Commissions shall be issued in the following form, namely :—

To

A.B.

The Accompanying power-of-attorney/document dated the..... day of ..... 19..... purporting to have been executed by..... has been presented for attestation or registration, as the case may be, in the office. As it is necessary to ascertain whether it has been voluntarily executed by the person by whom it purports to have been executed, you are hereby directed to take the examination of..... upon the interrogatories hereunto attached, and to return this commission with the examination of the said..... to this office on or before the..... day of ..

Given..... under my hand and seal this..... day of.....

Signature of Registrar/Sub-Registrar'

Seal.

#### XI. Refund of fees

66. *Register of Refunds.*—Every registering officer shall maintain a register in Form U of refunds of fees surcharged.

#### XII. Withdrawal of sealed Covers

67. *Procedure in case of withdrawal of sealed covers.*—When an application is made for the withdrawal of a sealed cover under section 44, the Registrar shall before delivering the cover under the said section take back the receipt given under rule 44 when the cover was deposited and file it. The signature of the recipient shall also be taken in the last column of Register-Book No. 5.

#### XIII. Grant of copies, searches, inspections etc.

68. *All applications to be in writing and to comply with Court-fees Act and Indian Stamp Act and to be numbered and filed.*—(1) All applications for copies searches, inspections or for any other purpose required to be made



under the Act or these rules shall be made in writing to a registering officer and every such application shall be numbered and filed by the registering officer. (2) The registering officer shall not accept any application unless it complied with the provisions of the Court-fees Act 1871, and the Indian Stamp Act, 1899.

#### XIV. Destruction of Documents

69. *The form of notice in case of unclaimed documents to be destroyed and the procedure thereafter. Note of destruction where to be recorded.*—(1) A registering officer shall issue a notice in Form V when a document the destruction of which is authorised by section 85, remains unclaimed for a period exceeding two years from the date of registration or refusal to register it or the date on which the proceedings in respect of its registration were adjourned for the last time. After the expiration of the period of notice, the sub-registrar shall send the document to the Registrar to whom he is subordinate for destruction and the Registrar shall communicate to the Sub-Registrar the date on which it was actually destroyed.

(2) In case of destruction of registered documents, a note recording the destruction shall be entered in the appropriate Register book at the foot of the copy of the document. In cases of documents registration of which is refused, the note shall be recorded in column 4 of Register-Book No. 2.

#### XV. Inspections and Inspectors of Registration offices

70. *Inspection of registration offices by Registrar.*—(1) Every Registrar shall inspect the offices of the Sub-Registrar at least once every two years.

(2) The Registrar shall send a memorandum of each inspection to the Inspector General in Form W.

71. *Inspection of Register-books in Sub-Registration office and central office of record and report regarding damaged books by Inspectors.*—(1) Every Inspector shall examine the books, Indexes, accounts and other records in the office of a Sub-Registrar subordinate to him once in every year. He shall as required by sub-section (2) of section 52 authenticate such Register-Books as he may examine by making a record in each of them to the following effect :—

"Entries from p to p in this book have been examined by me.

(Signed)  
Inspector"

(2) Inspector shall also inspect the books of the Sub-Registrar subordinate to him and the books in the central office of record for the territory and report to the Registrar the Registrar-books mentioned in sub-section (1) of section 51 or portions thereof which are in danger of being destroyed or becoming illegible wholly or partially.

(3) The Inspector, shall, in the "Inspection Form" prescribed by the Inspector General from time to time, make a memorandum of all errors, acts of negligency or doubtful practices detected and after giving the Sub-Registrar an opportunity to explain or set right at once any defect found, and after proposing such orders on the memorandum as he may deem proper, send one copy of the same for information to the Registrar to whom the Sub-Registrar is subordinate and one to the Inspector General for approval.

(4) The Inspector General shall forward a copy of his order in respect of such memorandum with his remarks or suggestions, if any, to the Registrar and the Registrar shall then send it together with a copy of the memorandum received from the Inspector to the Sub-Registrar concerned for compliance.

72. *Submission of diary of work by Inspectors.*—On or before the 7th day of every month Inspector shall

submit to the Inspector General a diary of his work and movements during the preceeding month.

#### XVI. Administration Report

73. *Annual and triennial reports.*—(1) Every Registrar shall submit annual returns in Parts I to V of Form X and shall fill up the entries therein from similar forms prepared in his office and those received by him from the Sub-Registrars. In every third year, Registrar shall, on or before the date prescribed by the Inspector General from time to time, in this behalf, submit to the Inspector General a brief report containing a general account of the amount of registration work performed by himself and the Sub-Registrars under him during the preceding three years.

(2) The report shall contain the following particulars, namely :

- (a) the number of documents—
  - (i) registration of which was compulsory.
  - (ii) registration of which was optional.
- (b) the nature of the deeds registered.
- (c) The number and result of appeals under section 72.
- (d) The number and result of applications under section 73.
- (e) The number and result of suits under section 77.
- (f) The amount of fees collected in his office and those collected in the office of the Sub-Registrar subordinate to him and an explanation of the significance of the statistics as bearing upon the economic condition of the people.

(3) In the two years intervening between the dates of such reports, the Registrar shall, on or before the date appointed by the Inspector General from time to time in this behalf submit the prescribed statements with a clear but brief indication of his opinion as to the significance of the statistics.

(4) Inspector shall submit to the Inspector General on or before the date prescribed by the Inspector General from time to time, an annual report containing such information as may be prescribed by him.

74. *Submission of suggestions for improvement of registration system.*—When a Registrar is of opinion that inconvenience attends the working of any of these rules or the authorised table of fees he shall submit his suggestions for the improvement of the system of registration in separate reports and shall not incorporate them in the reports submitted by him under rule 81.

Approved

(Sd/- K. R. Damle)  
Administrator,

Dadra & Nagar Haveli,  
Silvassa.

(Sd/- H. K. Khan)  
Inspector General of Registration,  
Dadra and Nagar Haveli,  
Silvassa.

## SCHEDULE C

## FORM A.

(See rule 8)

## FORM OF BOOK NO. 1

Register of non-testamentary documents relating to immovable property.

Serial No. of document	Endorsement and certificate (S. 52, 58, 59 and 60)	Copy of document
1	2	3

## FORM B.

(See Rule 8)

## FORM OF BOOK NO. 2

Record of reasons for refusal to register

Serial No. of refusal and nature of documents	Name of presenting party	Name of office in which registration has been refused and date of refusal	Reasons for refusal to Register	Order under S. 72, 75, 77, (1)(a) or 77 which brief statement of reasons in case of refusal
1	2	3	4	5

*Note 1.*—In the Office of the Sub-Registrar only the date of refusal need be entered in column 3.

*Note 2.*—In Registrar's offices only when an appeal is brought under section 72, or when an application is made under section 73, the name of the office in which registration of the document has been refused and the date of such refusal should be entered in column 3 and in column 4 the Sub-Registrar's reasons for refusal should be entered briefly.

## FORM C.

(See rule 8)

## FORM OF BOOK NO. 3

Register of Wills and authorities to adopt.

No.	Reference to Book No. 5.	Endorsement and certificate (S. 52, 58 to 60 and 45)	Copy of will or authority to adopt
1	2	3	4

*Note.*—In Registrars' office when a will is in the first instance deposit as a sealed cover the second column will be filled and the third column left blank. In any other case column 3 will be filled in and column 2 left blank.

## FORM D.

(See rule 8)

## FORM OF BOOK NO. 4

Miscellaneous Register

Serial No. of document	Endorsement and certificate (S. 52, 58 to 60)	Copy of document
1	2	3

## FORM E.

(See rule 8)

## FORM OF BOOKS NO. 5

Register of Deposits of wills

No.	Year month day and hour of presentation	Name and additions of depositor	Names and additions of persons examined as to identity	Superscription	Inscription on seal	Date of application for Registration, S. 45	Name & address of person making application	Name & addl. of person in identifying the person with-drawing the sealed cover	Reference to Book No. 3	Date of return to Depositor (S. 44)	Receipt of depositor on with-draw
1	2	3	4	5	6	7	8	9	10	11	12



FORM F.

(See rule 12)

FORM OF MINUTE BOOK

Serial No. 625 .. Wednesday, 18th July 19 . A B of C D puts in an application stating that he could not appear to admit execution of the sale deed for Rs. 1000/- executed by him on 1st March 19 in favour of E F of C D and presented for registration by E F on 15th March. On payment of the maximum penalty of Rs. 15-6-9, A B is allowed to admit execution, pending Registrar's direction for registration. The application is forwarded to the Registrar and further proceeding adjourned.

(Signed).....  
Sub-Registrar.

No. of 19 .. Saturday, 28th July 19  
Resumed Proceedings.  
Under direction of the Registrar No. dated 19 . Registration  
of the document is ordered in Book No. 1.

(Signed).....  
Sub-Registrar.

\*Here insert the name of district.  
†Here insert name of the Sub-District.

FORM G.

(See rule 13)

FORM OF DAY BOOK

Serial No. of the year	Description of document and value	Name of presenter and place of residence	Whether (a) or ordered or (b) refused or (c) withdrawn with date	Registered			Date of				Date of despatch to Registrar for destruction Rule 77	Signature of recipient
				Book	Vol.	No.	Completion	Notice (Appendix-V CS)	Return	Notice (Appendix-V S)		
1	2	3	4	5	6	7	8	9	10	11	12	13

FORM H.

(See rule 14)

FORM OF CASH BOOK

Registration fee		Fees for copies granted				Miscellaneous				Total fees (in words)
						Fines	Fees for authentication (or attestation of Powers of Attorney)		Other items	
Receipt No.	Rs. P.	Receipt No.	Rs. P.	Receipt No.	Rs. P.	Receipt No.	Rs. P.	Receipt No.	Rs. P.	Rs. P.

FORM I

(See rule 15)

Register of power of attorney authenticated or attested in the office of										District .
Consecutive No.	Date	Name of the principal executing the power and his addition	Name of attorney & his addition	Name of persons if any, who identified the principal and his addition	Whether the power is special or General	Whether the grantor has affixed his mark or signature	Abstract of the power	Signature of the registering officer	Signature of the recipient of the power	
1	2	3	4	5	6	7	8	9	10	

Note.—Column 8 should show whether the power is given for registration purpose.

L188GI/65

## FORM J.

(See rule 16.)

Memorandum of document registered in the office of

under sections 64 to 67 of the Indian Registration Act 1908.

Serial No. of year of the office of filing	Nature of deed and consideration (in case of leases of land whether lessor or lessee pays assessment)	Description and situation of property (full particulars of the property required for Index No. II should be given) Value of stamp & amount of Registration and other fees levied	Name of executing party in case of a decree or order of the Civil Court of defendant place of residence	Name of claiming party or in case of a decree or order of the Civil Court, of plaintiff place of residence	Date of (1) execution; (2) Presentation & (3) Registration of the document	No. of Volume pages & Sr. No. in the register books of original registration	No. of Volume pages & Sr. No. of filing in the office of the Registrar (when necessary).	Remarks
1	2	3	4	5	6	7	8	9

Forwarded to the Sub-Registrar of

under section

of the Indian Registration Act 1908

Date of Receipt

\* { Filed at page Serial No. }  
 Volume of supplement to Book  
 No. 1, Part I.  
 Date

Date.

Sub-Registrar.

Registrar or Sub-Registrar

\*This form of endorsement by the receiving and filing officer should also be adopted in the case of copies filed in Supplement to Book No. 1. Part III.

## FORM K.

(See rule 30)

## FORM OF INDEX NO. I/I-A.

Name of executing party or if Decree or Order of Civil Court of defendant	Place of residence	Name of claiming party or if order or Decree of Civil Court of plaintiff	Place of residence	Situation of property	Date of		Sr. No. volume and page
					Execution	Registration	
1	2	3	4	5	6	7	8

## FORM L

(See rule 30)

## FORM OF INDEX NO. II/II-A. PART I

Nature of deed and consideration (In cases of lease state whether lessor or lessee pays assessment)	Survey No. & Sub-Division No. & house No. (if any)	Area	Assessment or judi. when given	Name of the executing party or in case of decree or order of Civil Court of defendant	Name of the claiming party or in case of a decree or order of the Civil Court of plaintiff	Date of		Serial No. Volume & Page	Remarks
						Execution	Registration		
1	2	3	4	5	6	7	8	9	10

A.g. Rs. P.

INDEX NO. II, PART II  
SPECIAL FORM CITY SURVEYED PROPERTIES  
C.T.S. No. Area.

Nature of document	Consideration	Name of first claimant	Date of registration	Volume	Registered No.
1	2	3	4	5	6

FORM M  
(See rule 30)  
FORM OF INDEX NO. III

Name of testator or donor	Place of residence	Name of executor guardian etc.	Place of residence	Name of persons claiming under will or authority to adopt	Place of residence	Description or property to which documents relate	Date of death of testator or donor	Date of registration of will or authority to adopt	Volume & page	Serial No. of document
1	2	3	4	5	6	7	8	9	10	11

FORM N  
(See rule 30)  
FORM OF INDEX NO. IV

Name of executing party of defendant (in case of decree or order of Civil Court)	Place of residence	Names and additions of persons claiming under document or in case of decrees and orders of Civil Court of plaintiff's	Nature of document and consideration	Date of registration	Volume & page	Serial No. of document
1	2	3	4	5	6	7

FORM O  
(See rule 38)  
FORM OF INDEX TO REGISTER BOOK NO. 2

Name of presenting party	Page	No.
1	2	3

FORM P  
(See rule 44)

Document	Document
(Obverse) Receipt No. Date of Nature of document By whom presented Received fees as follows Registration fee (Folios) Copy fee Sides Copy fee for endorsements Postage Copies or memoranda (sections 64 to 67) Searches or inspection Fines Section 25 Section 34 Certified copies (section 37) folios. Other fees and payment. Item (on reverse) No. Do do. Do do. Do do. Do do.	Serial No. 192 Application Receipt No. Date of Nature of document. By whom presented. Received fees as follows. Registration fee (Folios) Copy fee Sides Copy fee for endorsements. Postage Copies of memoranda (sections 64 to 67) Searches or inspection. Fines Section 25 Section 34 Certified copies (section 37) Folios. Other fees and payment. Item (on reserve) No. Do do. Do do. Do do. Do do.

The Document copy will be ready on \_\_\_\_\_  
and will be Sent by registered post to delivered at this office  
Sub-Registrar  
Please Sent the document by registered post to the hand it over person named below  
Presenter (Counter Foil)

The Document copy will be ready on \_\_\_\_\_  
and will be sent by registered post to delivered at this office.  
Sub-Registrar  
Please Sent the document by registered post to the hand it over person named below.  
Presenter (Foil)

## Schedule of other fees and other payment.

(Reverse)

1. Extra Registration fee, Art. XVII or XVIII, of the table of the fees prescribed under Union Territory of Dadra and Nagar Haveli.
2. Comparing fee.
3. Filing fee.  
Article XI of the table of fees.  
Article XX of the table of fees.
4. Attestation of power of Attorney.
5. Attendance fee.
6. Safe custody fee.
7. Deposit of sealed covers.
8. Opening of sealed covers.
9. Withdrawal of sealed covers.
10. Commission.
11. Services of nurse or female attendance.
12. Recoveries of fees undercharged.
13. Postage of sending copies of deeds etc.
14. Travelling expenses.
15. Bhatta.

{ Not to be  
credited to  
cash book.

## Schedule of other fees and other payment.

1. Extra Registration fee, Art. XVII or XVIII of the Table of fees prescribed under Union Territory of Dadra and Nagar Haveli.
2. Comparing fee.
3. Filing fee.  
Article XI of the table of fees.  
Article XX of the table of fees.
4. Attestation of powers of Attorney.
5. Attendance fee.
6. Safe custody fee.
7. Deposit of sealed covers.
8. Opening of sealed covers.
9. Withdrawal of sealed covers.
10. Commission.
11. Services of nurse or female attendance.
12. Recoveries of fees undercharged.
13. Postage of sending copies of deeds etc.
14. Travelling expenses.
15. Bhatta.

Document returned on.....  
Sub-Registrar.

## FORM 'Q'

(See rules 27 and 49)

## FORMS OF ENDORSEMENT AND CERTIFICATE UNDER SECTION 58 AND 60.

1. A.B., executing party, Merchant, 45, Thana, admits execution. A B is personally known to the undersigned Registrar (or Sub-Registrar).

(Signed) A. B,

Date

(Signed) X. Y.

Registrar or Sub-Registrar.

2. G. H., executing party, cultivator, 20, Thana, admits execution and makes his thumb impression.

(Thumb impression).

Date

(Signed) X. Y.

Registrar or Sub-Registrar.

3. C. D. Writer, Thana, and known to the Registrar (or Sub-Registrar) state that he personally\*\* knows the above executant and identifies him (or C. D.) in his turn, is identified, by E. F. who is personally known to the undersigned Registrar (or Sub-Registrar).

(Signed) C. D,

(Signed) E. F,

Date

(Signed) X. Y,

Registrar or Sub-Registrar.

4. C. D, Writer, Thana, and E. F. Merchant, Thana, state that they personally know the above executant and identify him.

(Signed) C. D,

(Signed) E. F,

Date

(Signed) X. Y,

Registrar or Sub-Registrar.

5. E. F (Agent of G. H, executing party, Merchant, 33), pleader, Thana, admits execution by G. H. He is personally known to the undersigned Registrar (or Sub-Registrar).

(Signed) E. F,

Date

(Signed) X. Y,

Registrar or Sub-Registrar.

6. A B, Collector, executing party, Thana, is exempt from personal appearance under section 88 of the Indian Registration Act, 1908 (XVI of 1908). His signature and seal are identified by C. D, clerk, Thana, who is personally known to the undersigned Registrar (or Sub-Registrar).

(Signed) C. D,

Date

(Signed) X. Y,

Registrar or Sub-Registrar.

7. Or the signature and seal of A. B, Collector, are known to the undersigned Registrar (or Sub-Registrar).

Date

(Signed) X. Y,

Registrar or Sub-Registrar.

8. A. B, Merchant, 29, Thana, representative or assign of deceased C. D, the executing party, admits execution as representative of C. D. He has proved his status by the evidence of E. F and G. H, Merchants, Thana, who were examined on oath. A. B is personally known to the undersigned Registrar (or Sub-Registrar) (or if identified by witness, write out endorsement as shown in form No. (3) or No. (4), as the case may be).

(Signed) A. B,

(Signed) E. F,

(Signed) G. H,

Date

(Signed) X. Y,

Registrar or Sub-Registrar.

9. A B, executing party, Merchant, 37, Thana, admits execution and acknowledges (or denies, as the case may be) receipt of consideration, but refuses to sign this endorsement.

Date  
(Signed) X Y,

10. (i)\* Registered No. 4 at page 12, Volume II of Book No. 1 (in case of documents hand-copied).  
(ii) Registered No. 4 of Book No. 1 (in case of documents photo-copied).

(Signed) X Y,  
Registrar or Sub-Registrar,  
Seal of the Registrar  
or Sub-Registrar of  
Date.

\*Note.—The date of registration in the endorsement under section 60 in case of documents hand-copied should be the date on which the document is compared with the copy in the Registrar book and the latter certified to be a true copy.

FORM 'R'

[See Rule 64(2).]

List of unclaimed documents

Serial number of document	Name of the presenter	Nature and consideration of document	Date of		Remarks date of issue* of notice under Rule 77 6
			Notice	Return	
1	2	3	4	5	6

\*If these documents are not taken away within sixty days from the date of this notice they will be destroyed.

FORM 'S'

[See Rule 64(3)]

Serial number of document. Date of notice.  
Nature of document.  
Name of presenting party.  
Date of (a) presentation (b) completion of registration  
refusal of registrar.

Notice is hereby given to that unless he takes away the above document within one month from this date he will be charged the following fees :—  
After one month from the date of this notice—Six paise per diem.  
After two months from the date of this notice—19 paise per diem up to a maximum fee of Rs. 6.25 only.

Sub-Registrar.

FORM T.

Part I

(See rule 71)

(For the use of Sub-Registrars)

Work statement of the Sub-Registrar of Sub-District for the calender month of 19

	Deeds for registration		Applications for copies of deeds		Number of Karkuns employed		Remarks
	No.	Folios Sides	No.	Folios	Permanent	Temporary with date from and to	
	1	2	3	4	5	6	7
In arrears as per last return	..	..		*			
Received	..	..		*			
Completed	..	..		*			
Arrears close of month and date from which they begin.							

- N.B.—Items marked \* not to be filled in column.
1. Certified that the information required for the annual Report has been complied in the Annual Return Forms.
  2. Certified that the stock of forms has been inspected by me and their account properly maintained.
  3. Certified that the Indexes are kept up to date.

Dated 19

Sub-Registrar—†

†Here specify the name of the Sub-District,

## FORM T

## Part II

(See rule 71)

(For the use of Registrar)

Work statement of the Registration offices of the District of \_\_\_\_\_ for the calendar month of \_\_\_\_\_ 19\_\_\_\_

Name of office	Deeds received for registration		Applications for copies received	Details of arrears at the end of month				Total folios of deeds & copies completed	Number of Karkuns employed		Remarks
	No.	Folios Sides		No. of deeds	Folios Sides	Date from which arrears begin	Applications for copies of deeds		Permanent	Temporary	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)

Indexes are reported to have been kept up to date by all Sub-Registrar expect dated \_\_\_\_\_ 19\_\_\_\_

Registrar of \_\_\_\_\_

## FORM U

(See rule 74)

Register of Refunds on account of (a) deeds refused for registration or withdrawn (b) fees surcharged or (c) fines remitted in the Registration office of \_\_\_\_\_

Date of submission of bill for sanction	Date of receipt by registering officer of bill	Amount of bill	Name in full and residence of the payee	Reference to page and volume of cash book in which entry regarding fee to be refunded appears and No. of document	Date of delivery of refund bill, to payee or Treasury Officer (as the case may be)	Signature in acknowledgement of receipt of bill or its amount by payee of bill or By Try. Officer (as the case may be)	Signature of Registering officer
1	2	3	4	5	6	7	8

*Note.*—In those offices in which there is no Sub-Treasury close at hand the No. and date of the communication from the Sub-Treasury officer acknowledging receipt of the bill should be entered in column 7.

## FORM V

(See Rule 77)

From \_\_\_\_\_

The Sub-Registrar of \_\_\_\_\_

To \_\_\_\_\_

You are hereby given notice that a deed of \_\_\_\_\_ presented by you or by \_\_\_\_\_ on your behalf on \_\_\_\_\_ has now remained unclaimed in this office for a period of two year. If the above named document be not taken away on payment of the maximum extra fee of Rs. \_\_\_\_\_ by you or by the person authorised on your behalf to do so within sixty days from this date, I shall take steps to have it destroyed under the provisions of section 85 of the Indian Registration Act, 1908.

Date \_\_\_\_\_

Sub-Registrar.

## FORM W

(See Rule 78)

Registration Inspection Report of \_\_\_\_\_

Office, District. \_\_\_\_\_

Questions		Answers
1.	(a) Name and grade of Sub-Registrar .. .. .	.. .. .
	(b) Date of Appointment to present station .. .. .	.. .. .
2.	(a) Is the office held in Government or rented building ? .. .. .	.. .. .
	(b) Are the office premises and furniture kept tidy and clean ? .. .. .	.. .. .
	(c) What repairs or improvements are necessary ? .. .. .	.. .. .
3.	(a) Are the records in a good state of preservation, properly secured arranged and labelled, and readily available ( <i>i.e.</i> , vertically stacked on the shelves) when required for reference ? .. .. .	.. .. .
	(b) Are the record receptacles properly protected against damages by insects ? .. .. .	.. .. .
	(c) Is the catalogue of records maintained properly ? .. .. .	.. .. .



## Questions

## Answers

4. (a) Are the thumb impression clear (particularly of the low class executants).
- (b) Is the apparatus carefully preserved ? .. .. .
5. State reasons for any noticeable increase/decrease as ascertained from the Sub-Registrar in the number of total Registration (See Return T, Part I) in the last two completed calendar years and in the current year to date.
6. State the dates for which there arrears of :—  
(1) Copying .. .. .  
(2) Indexing .. .. .
7. Is the work reasonably up to date  
or  
Are the arrears unjustifiable ? .. .. .
8. (a) What establishment permanent and temporary are working under the Sub-Registrar ?  
(b) Which are the busy months ? .. .. .  
(c) During the remainder of the year is the daily work sufficient to justify present permanent establishment ?
9. State the share taken by the Sub-Registrar himself in the work of office ?
10. (a) State whether A forms for the preceding month have been sent to the proper officers.  
(b) Whether A form of the current month are prepared up to date in the Sub-Registrar, own handwriting.
11. Do the copyists write a good hand and is their work neat and accurate ?
12. Is the balance of money on hand correct according to the cash book ? ..
13. State whether the permanent advance is duly forth coming or if a portion thereof has been expended, the balance in hand is correct.
14. (a) State whether in your opinion the general condition of the office is good, ordinary or poor; adding any explanatory remark you consider advisable (offices the condition of which is not strikingly above average should be considered ordinary).  
(b) Do you consider that the work is performed as expeditiously as it should be in all its branches ? If not, what remedy would you propose ?
15. Date of inspection .. .. .

## FORM X

(See Rule 81)

## Part No. I

Statement of Instruments Registered and of the value of property transferred by Registered instruments together with the fees thereof in the District of .. for the year 19 ..

## IMMOVABLE PROPERTY (BOOK NO. 1)

## Immovable Property Book I.

District	Number of registration offices	Compulsory Registrations affecting immovable property					
		Gifts of immovable property [section 17(1). clause(a)]		Sales or exchanges of any value		Mortgages	
		Number	Aggregate value	Number	Aggregate value	Number	Aggregate value
1	2	3	4	5	6	7	8

## FORM X—contd.

## Part No. I—Contd.

## Immovable Property (Book I)—Contd

District	Number of registration offices	Compulsory Registrations affecting immovable property—Contd.				
		Others registered under section 17(1) clauses (b), (c) and (e)		Leases [section 17(1) clause (d)]		
		Number	Aggregate value	Number	Value of annual rents	Amount of premia
1	2	9	10	11	12	13

District	Number of registration offices	Immovable Property (Book 1)—Contd.					
		Optional Registrations affecting immovable property					
		Total compulsory registrations affecting immovable property			Sales or exchange of value less than Rs. 100/-		
		Number	Aggregate value	Fees	Number	Aggregate value	Fees
1	2	14	15	16	17	18	19

District	Number of registration offices	Immovable Property (Book 1)—Contd.					
		Optional registration affecting immovable property—Contd.					
		Mortgages			Leases		
		Number	Aggregate value	Fees	Number	Aggregate value of rents	Amount of premia
1	2	20	21	22	23	24	25

FORM X—Contd.  
Part No. 1—Contd.

District	Number of registration offices	Immovable Property (Book 1)—Contd.					
		Optional registrations affecting immovable property—Contd.					
		Others registered under section 18, Awards (below Rs. 100/- in value) clauses (a) and (b)			Miscellaneous Registrations other than certified copies of decrees and orders of Court		
		Number	Aggregate value	Number	Aggregate value	Number	Aggregate value
1	2	26	27	28	29	30	31

District	Number of registration offices	Immovable Property (Book 1)—Contd.							
		Optional Registration affecting immovable property—Contd.							
		Certified copies of decrees and Orders of Court		Total optional registrations affecting immovable property			Total compulsory and optional affecting immovable property (columns 14 to 16 and 34 to 36)		
		Number	Aggregate value	Number	Aggregate value	Fees	Number	Aggregate value	Fees
1	2	32	33	34	35	36	37	38	39

PART II

Statement of Instruments registered and of the Value of Property transferred by registered Instruments together with the fees thereof in the District of \_\_\_\_\_ for the year 19 \_\_\_\_\_

Movable property (Book 4) and Wills (Book 3)

District	Compulsory		Optional	Total registrations affecting movable property (book 4)			Optional	Compulsory			
	Gifts affecting movable property (section 123 of transfer of property Act 1882)							Written authorities to adopt (including cancellation other than those conferred by wills (Book 3)			
	Number	Aggregate value		No.	Aggregate value	Fees		Number	Fees		
1	2	3	4	5	6	7	8	9	10	11	12

FORM X—Contd.

Part III

Statement of income from fees of registration and all other receipts with the Number of Operations thereunder.

District	Registration under sections 25 and 34)		Commission issued (sections 33 and 38		Visits paid (sections 31, 33 and 38)		Inspection of Books 1 and 2 and the indices to book I [section 57 (1)]		Applications for serching Indices III & IV and inspection of Books 3 & 4 [under Section 57(4)]		Applications for copies of entries in books and indices	
	Number	Fines	No.	Fees	No.	Fees	Number	Fees	Number	Fees	Number	Fees
1	2	3	4	5	5A	5B	6	7	8	9	10	11

District	Covers containing wills deposited (section 43) with-drawn (section 44) and open (section 45)		Power of Attorney authenticated		All others receipts	Total receipts	Total of all regis-trations Forms I (Cols. 37 & 39) and II (Cols. 6 & 8 to 12)		Total income	Refunds and with-drawals	Total expen-diture (Form IV)	Total net imecome
	Number	Fees	Number	Fees			Number	Fees				
1	12	13	14	15	16	17	18	19	20	21	22	23

Part No. IV

Statement of expenditure in the District of for the year 19

District	Fixed Salaries of Registering officers	Percentage paid to Registering officers	Cost of Establishment			Other items of Expeidnture	Total expenditure
			Permanent	Temporary	Total		
1	2	3	4	5	6	7	8

Registrar

Part No V.

Statement of Principal operations other than Registrations in Books, 1, 3, and 4 in the District of for the year 19

District	Wills removed into courts in pur-suance of their orders	Refusal to regis-ter (sections 71 & 76)	Appeals against such re-fusal (section 72 & appli-cation under section 73 regarding such refusals		Registration ordered by Civil Court	Prosecutions (section 83)	Number of certificates filed in Book No. 1 & No. of orders filed under section 89 of the registration Act
			Registration ordered	Registration refused			
1	2	3	4	5	6	7	8

The following table of fees prepared by Administrator of Dadra and Nagar Haveli, Silvassa in exercise of powers conferred by section 78 of the Indian Registration Act, 1908 (XVI of 1908) is hereby published as required by section 79 of the said Act.

#### TABLE OF FEES

I. (1) This article shall apply to those documents on which registration fee is leviable on an *ad valorem* scale on the amount or value of the consideration or of the property to which the document relates.

(2) The registration fee on the following documents shall be levied on an *ad valorem* scale on the amount or value of the consideration :—

Acknowledgement (not being of the nature described in Article III), Agreement for consideration (see Note VI), Annuity Bonds (see Note V), Award, Bond, Bill of Exchange, Bill of Sale, Lease (see Notes IV and VII), Instrument of Assignment, Conveyance, Mortgage (see Notes I and II below), Release for consideration (not being of the nature described in Article III), Sale, Transfer, any certified copy of a decree or order of Court.

(3) The registration fee on the following documents shall be levied on an *ad valorem* scale on the amount or value of the property :—

Composition-Deed, Gift, Partition (see Note III below), Partnership-Deed, Settlement, Declaration of Trust, Release other than one falling under (2) above or article III.

(4) The *ad valorem* scale shall be :—

(a) If the amount or value of the consideration or of the property to which such instrument relates, is wholly expressed therein,

	Rs. Paise
When the amount or value does not exceed Rs. 50	1-00
When the amount exceeds Rs. 50, but does not exceed Rs. 100	1-40
When the amount exceeds Rs. 100, but does not exceed Rs. 200	2-40
When the amount exceeds Rs. 200, but does not exceed Rs. 400	3-75
When the amount exceeds Rs. 400, but does not exceed Rs. 600	5-65
When the amount exceeds Rs. 600, but does not exceed Rs. 1,000	7-50
When the amount exceeds Rs. 1,000, but does not exceed Rs. 2,000	11-25
When the amount exceeds Rs. 2,000, but does not exceed Rs. 3,000	15-00
When the amount exceeds Rs. 3,000, but does not exceed Rs. 4,000	18-75
When the amount exceeds Rs. 4,000, but does not exceed Rs. 5,000	22-50
For every Rs. 1,000 or part thereof, in excess of Rs. 5,000	2-50

(b) If such amount or value is only partly expressed, the same *ad valorem* fee as above on the amount or value which is expressed and an additional fee of—2.50.

(c) If such amount or value is not expressed at all fixed fee of—Rs. 32.00.

Note (I).—Where property subject to a mortgage is sold to the mortgagee the difference between the purchase money and the amount of the mortgage in respect of which fee has already been paid shall be considered as the amount of consideration for the deed of sale, provided the mortgage deed is proved to the satisfaction of the registering officer to have been duly registered and the fact of such registration is noted on the deed of sale. When there is no difference between the purchase money and the amount of the mortgage, the fee leviable shall be Re. 1.

Note (II).—The fee leviable upon a document purporting to give collateral or auxiliary or additional or substituted security, or security by way of further assurance, where the principal or primary mortgage is proved to the satisfaction of the registering officer to have been duly registered, shall be the same as for the principal or primary mortgage, if the same does not exceed Rs. 5 otherwise it shall be Rs. 5.

Note (III).—In the case of an instrument of partition of the value of the separated share or shares on which stamp duty is leviable shall be deemed to be the amount or value of the property to which such instrument relates.

Note (IV).—In the case of leases, the amount, or the value of the consideration, on which the *ad valorem* fee is to be assessed, shall be as follows :—

- |  |  |
|--|--|
| 1. Where the rent is fixed and no fine for premium is paid or money advanced, then if the lease is granted—    | The fee will be assessed on—   |
| (a) For a period less than year  | The total sum payable under the lease.   |
| (b) For a definite period  | The average annual rent reserved.  |
| (c) For an indefinite period   | The average annual rent which would be payable for the first 10 years if the lease is continued so long.   |
| (d) In perpetuity  | One-fifth of the whole amount of the rents which would be payable in respect of the first fifty years of the lease.  |
| (e) Where no rent is fixed but the rent is granted in consideration of fine or premium or money advanced only. | The amount of such fine or premium or money advanced.  |
| (f) Where the lease is granted for a fine or premium or money advanced in addition to rent reserved.           | The amount of fine or premium or money advanced in addition to the fee which would be payable on such lease if no fine or premium were paid or money advanced. |

Note (V).—In case of an instrument executed to secure the payment of an annuity or other sum payable periodically, or where the consideration for a conveyance is an annuity or other sum payable periodically, the amount or value of the consideration on which the *ad valorem* fee is to be assessed, shall be as follows :—

- |  |   |
|--|---|
| Where the sum is payable—  | The fee will be assessed on—  |
| (a) For definite period  | The total amount to be paid during the period.  |
| (b) in perpetuity or for an indefinite time not terminable with any life in being.                         | The total amount payable during the first twenty years calculated from the date on which the first payment becomes due. |
| (c) For an indefinite time terminable with any life in being at the date of such instrument or conveyance. | The total amount payable during the first twelve years calculated from the date on which the first payment becomes due. |

Note (VI).—In the case of service bonds and agreements for the hire of movable property, the amount or value of consideration, on which the *ad valorem* fee is to be assessed shall be as follows :—

- |   |  |
|---|--|
| If the service bond or agreement is granted—  | The fee will be assessed on—                                     |
| (1) for a period of a year or less.           | The total amount payable under the service bond or agreement.    |
| (2) for a definite period exceeding one year. | The average annual amount to be paid during the period.          |
| (3) for an indefinite period                  | The average annual amount to be paid during the first ten years. |

Note (VII).—If in any case the rent, remuneration or hire is payable partly in money and partly in kind, and the money value of the portion payable in kind is not expressed, the fee shall be charged at twice the amount of the *ad valorem* fee chargeable in respect of the amount payable in money, e.g. If the *ad valorem* fee chargeable on the amount payable in money is Rs. 3.75 the total fee leviable in respect of the document would be Rs. 3.75 on the money value + Rs. 3.75 for the payment in kind. And if the rent or remuneration is payable entirely in kind and the money value thereof is not expressed, a fixed fee of Rs. 5 will be charged.

Note (VIII).—The fee on any instrument comprising or relating to several distinct matters shall be the aggregate of the fees with which separate instruments, each comprising or relating to one of such matters, would be chargeable.

Note (IX).—An instrument so worded as to fall under the category of two or more kinds of documents, shall, when the fees chargeable thereunder are different, be charged with the highest of such fees.

Note (X).—I. In the case of document purporting or operating to effect a contract for the sale of immovable property, and

(a) not containing a recital that the possession of the property has been delivered to the person contracting to buy, an *ad valorem* fee on the amount or value of the purchase money subject to the maximum of Rs. 2.50 shall be charged on the document. A document purporting or operating to effect a sale of the said property executed in pursuance of the said contract shall be subject to an *ad valorem* fee on the amount or value of the purchase money;

(b) containing a recital that the possession of the property has been delivered to the person contracting to buy an *ad valorem* fee on the amount or value of the purchase money shall be charged on the document. The document purporting or operating to transfer by way of sale the said property executed in pursuance of the said contract shall be treated as a supplementary document and shall be subject to an *ad valorem* fee on the amount or value of the purchase money subject to a maximum of Rs. 2.50.

2. Except as otherwise provided in this article, the provisions of clause (1) shall, so far as may be, apply to documents which purport to be or to operate as agreements for the transfer of any right, title or interest in immovable property, otherwise than by way of sale, and to documents which purport or operate to effect such transfers and are executed in pursuance of such agreements.

Note (XI).—No fee shall be payable, in respect of the registration of a document relating to immovable property which has already been registered in a wrong registration office and on which proper fee has been paid under this Article.

Registration fee calculated according to the *ad valorem* scale subject to a maximum of Rs. 5 shall be levied on the following documents :—

Documents which acknowledges merely the payment of the consideration for some other document which is also registered; Document which acknowledges the receipt of the consideration expressed in a previous registered document but not paid at the time of the execution of such document, where full *ad valorem* fee has, under Article 1, been levied in respect of such previous document; Reconveyances executed on the extinction of mortgage liens; Releases executed on the extinction of mortgage liens; Documents acknowledging the receipt of instalments on account of mortgages; revocation of Trust or Settlement (see Note I below); Duplicate or duplicates presented for registration with the original document or documents on the same day, Release executed in pursuance of some other document on which full *ad valorem* fee in Article I has been paid (see Note II below).

Note I.—The revocation of Trust or Settlement mentioned in this article is one executed in pursuance of a power to revoke reserved in the original registered deed of Trust or Settlement and a partial revocation of Trust or Settlement executed otherwise than in pursuance of such power.

Note II.—Release executed in pursuance of another document includes release by trustees in favour of beneficiaries and *vice versa*, release by settlor in favour of settlors, release by benamidar in favour of real owners and documents of a similar nature.

Note III.—In case of a release the amount or value of the interest or claim released will always be less than the amount or value of the property over which the claim is released. In such cases if the amount or value of the consideration for the release is not shown, the registration fee shall be levied according to the *ad valorem* scale in Article I but subject to a maximum of Rs. 32.

Note IV.—This article shall apply to documents on which a fixed fee is to be levied. A fixed registration fee of Rs. 5 shall be levied for the registration of the following documents :—

Power-of-Attorney, Writing of Divorcement, a Certificate of Heirship, Guardianship, Administratorship or Executorship, a Notice of pendency or a suit or proceeding referred to in section 52 of the Transfer of Property Act, 1882, Revocation of Trust Settlement (see Note II below) Dissolution of Partnership, Agreement of Presentation in a partition deed or in a lease, Appointments of property, Adoption deed, Preparation of Trade Marks, Declaration, Agreement of Easement where amount value of consideration is not shown, Documents which do not fall within any article of the Fee Table.

Note V.—Where an *ad valorem* fee on the property to which such Trust-deed as has once been paid on the registration of a deed appointing a body of the fees for the management of any property, and a subsequent deed appointing more Trustees in addition to or in place of sum of those appointed as above wanted for registration, such subsequent deed shall be liable to the fixed fee under this article.

Note VI.—The revocation of Trust or Settlement mentioned in this article is one previously registered Trust or Settlement is wholly revoked otherwise in pursuance of a power to revoke reserved in the original deed of Trust or settlement.

#### Wills and Authorities to Adopt Rs. P.

V. For registration of a Will when presented open, or of an Authority to adopt or of a Cancellation of a Will ..	2.50	} Besides the expense of copying the superscription or contents according to the rate laid down in Article X.
VI. For deposit of a sealed cover containing a Will .. ..	2.50	
VII. For opening of a sealed cover accept one opened under section 45 of the Act ..	2.50	
VIII. For withdrawal of a sealed cover .. ..	2.50	
VIIIA. For the re-registration of a document under section 24 of the Act.		The same fee as that for the registration of such documents.

#### Searches and Inspections Rs. P.

IX. (1) For the first year for the each entry for which search or inspection of the Registered books or indexes is made ..	2.50
For every additional year for each such entry ..	0.65
(2) If, in an application to the registering officer for a copy of an entry, the names of the claiming and executing parties, the nature of the document and the year and place of registration are shown, the fee for search shall not be levied.	

Note.—Search fee shall be charged per year in respect of search or inspection of Register books or Indexes taken by party, on application, irrespective of the number of entries; but in respect of an application for a copy of an entry for which search is taken by the Registering officer, the search fee shall be charged per year per entry.

(3) Government officers requiring to search or inspect the Register books of Indexes for *bona fide* public purposes shall be exempt from the payment of fees.

Rs. P.

X. (1) For copying documents in the register books, besides the registration fee, for each folio of 100 words .. ..	0.25
(2) For copying endorsements on documents other than the transcription made under rule 53 of the Union Territory of Dadra and Nagar Haveli Registration, Rules 1965.	
(a) In all cases (other than Wills presented after the death of a testator), fixed fee of .. ..	0.50

- (b) In the case of Wills presented after the death of testator a fixed fee of .. Rs. P. 1·00

NOTE.—No fee shall be payable in respect of duplicate or duplicates of a document presented for a Registration along with a original.

- XI. For comparing printed copies of the printed \* documents presented for registration for each folio of 100 words .. .. . 0·02

For filling each such copy .. .. . 0·65

Note.—When a notice of pendency of a suit or proceeding drawn up in a standard printed form each is presented for registration, no fee for comparing printed copies of printed documents shall be levied but only fee for filing it under this article shall be levied.

- XII. For making or granting copies of entries and documents for the benefit of any person, or to be forwarded to any office under sections 65, 66 and 67, or for making or granting copies of reasons for refusal by a Registrar under section 76, for each folio or 100 words 0·30

Note.—No fee for making copies of documents to be forwarded to any officer under section 65, 66 and 67 shall be payable in respect of a duplicate or duplicates of a document presented for registration along with the original.

- XIII. For granting copy of map :—

Provided that the arrangements for, and the cost of, making such copy shall be made, and borne by the person who applies for it. 0·65

XIV. Government officers requiring copies of entries, documents or maps for *bona fide* public purposes shall be exempt from the payment of fees.

#### Extra or Additional Fees

- XV. For registration of any documents by a Registrar. 5·00 In addition to the ordinary fee

When the registration of any document properly registrable by a Sub-Registrar is performed by the Registrar to whom he is subordinate, owing to the former being a party to the transaction represented by such document, or owing to Sub-Registrar's ignorance of the English language in which a document is written and presented to him unaccompanied by a true translation and true copy, the extra fee will not be charged.

XVI.—Registration by the Registrar of the Union Territory of Dadra and Nagar Haveli under sub-section (2) of section 30 :—

- |  |       |                                    |
|--|-------|------------------------------------|
| (a) If the document relates to property wholly situated in the Union Territory of Dadra and Nagar Haveli but beyond the limits of the Union Territory of Dadra and Nagar Haveli Registration District. .. .. . | 6·00  | } In addition to the ordinary fee. |
| (b) If the document relates to property wholly or partly situated beyond the limits of Union Territory of Dadra and Nagar Haveli .. .. .   | 12·00 |                                    |

Note.—The fees under this article and Article XII are not leviable in case of counterparts or duplicates presented on the same day along with their originals.

- XVII. For the issue of a commission under section 33 or 38 :

- |  |        |
|--|--------|
|  | Rs. P. |
| (a) If the person is physically unable to attend the office or is confined to jail .. .. . | 6·25   |
| (b) Otherwise .. .. .  | 12·50  |

- XVIII. For filing translation under section 62 .. 2·50

Note.—The fee under this article is not leviable when a document written in English is presented before a Sub-Registrar ignorant of the language and is accompanied by a true copy and a true translation of the document.

#### XIX. Attendance at a private residence or jail :—

- For every attendance at a private residence under sections 31, 33 and 38 :—
  - In the District of Union Territory of Dadra and Nagar Haveli .. .. . 25·00
  - at all other places .. .. . 10·00
- For every attendance at a jail under sections 31, 33 and 38 .. .. . 5·00

One single fee shall be levied irrespective of the number of documents of which business is transacted, provided that a person, who is entitled to exemption from attending the registration office, was a party to each such document.

Note.—The Inspector-General may, in his discretion, remit the fees under clauses (1) and (2) of this article when it appears to him that their exaction would be productive of hardship.

Note.—For every attendance at the private residence of a nurse or female assistant, if required to accompany a Registering Officer to take the thumb impression of one or more female executants who are *pardanashin* or of high birth an extra fee of Rs. 5 shall be charged irrespective of the number of documents registered at such private residence.

Rs. Paise

- XX. For the safe custody and return of any document presented for registration and not claimed by a person entitled to claim it (*vide* sub-section (2) of section 61 of the Act) within one month from the date of notice under sub-rule 3 of rule 64 of the Union Territory of Dadra and Nagar Haveli Registration Rules 1965, namely for every day in the second month from the date of notice until such document is claimed .. .. . 0·05
- „ „ in the third month .. 0·20
- Provided however that the maximum fee payable under this article for each document so returned shall be .. .. . 6·25

Provided also that a Registrar may in his discretion remit whole or in part fees leviable under this article by himself or by a registering officer subordinate to him in cases in which it appears to him that the levy of such fees would be productive of injustice or hardship.

#### Memorandum, Attestation, Summons and Warrant Fees

- XXI. For every copy of the Memorandum to be sent under section 64, 65 and 66 .. 0·65

Note.—No fee shall be payable in respect of a duplicate or duplicates of a document presented for registration along with the original.

- XXII. For the authentication or attestation of a power of attorney, if special .. .. . 1·25
- For the authentication or attestation of a power of attorney, if General .. .. . 2·50

XXIII. When under section 36 read with section 39, application is made to issue and serve a summons or warrant, process fee of 65 Paise and remuneration of the person summoned at the rate from time to time prescribed for the lowest grade of Civil Court having jurisdiction over the place from which the summons or warrant is issued, shall be levied from the person at whose instance, or in whose behalf, the application is made : provided that if more than one summons or warrant is to be served in the same town or village, the process fee leviable for each additional summons or warrant after the first shall be 30 Paise.

This article applies *mutatis mutandis* to summonses and warrants issued under section 75 of the Act.

The process fee shall be levied in court fee stamps and the remuneration in cash.

XXIV. One half of the registration fee and all the copying fees in respect of a document presented for registration which is withdrawn before the order for registration has been passed and in respect of a document of which registration is finally refused shall be refunded.



Note.—Any fine levied by the Registrar under section 25 is not to be refunded except under section 70 of the Indian Registration Act. Similarly any fees levied for issuing commissions, summons, and for meeting attendance and travelling allowance charges shall not be refunded, if they have been earned or disbursed.

XXV. (a) A Government Department liable to pay registration charges is exempt from the payment of all fees payable under this Table of Fees.

(b) In cases where the fees are payable partly by a Government Department and partly by some other party, the exemption under clause (a) shall extend to that part only which is payable by the Government Department.

K. R. DAMLE  
*Administrator*  
*Dudra and Nagar Haveli*  
*Silvassa*

